

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0227658	10. Budget Program Number 23311		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Staff Development Specialist II		
3. Division West Region			12. Proposed Class Title		
4. Section Performance Improvement	For Use By Personnel Office	13. Allocation			
5. Unit		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
City County		16. Audit Date: By: Date: By:			
7. (circle appropriate time) Full time x Perm. X Inter. Part time Temp. %	Office	17. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8am AM/PM To: 5pm AM/PM					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

The purpose of this position is to serve as a Training Team Leader for the West Region to coordinate, assess, plan, design, develop or acquire, tailor, deliver, monitor and evaluate training and development needs and activities to meet a goal of creating a well-equipped area wide workforce which can fulfill the agency mission of "protecting children and promoting adult self-sufficiency." While human resources essential skills development is an emphasis (e.g. customer service, communication, management, supervision, leadership facilitation, teamwork), the position, along with members of the team also provide: consultation regarding planning, design, development and presentation of program specific training and facilitation of a variety of development activities including, but not limited to: strategic planning, conferences, retreats, etc.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Vicki Garrison	Public Service Executive II	K0154323

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
------	-------	-----------------

Vicki Garrison	Public Service Executive II	K0154323
----------------	-----------------------------	----------

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is given considerable latitude to accomplish all responsibilities. Employee is trained in program design, development and

delivery, facilitation and consultation, leadership, management and agency specifics. Work is performed in accordance with Federal and State Laws, rules and regulations and in accordance with evidence based practice regarding adult learning and principles and agency guiding principles.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision, and Guiding Principles of the agency to peers, customers and public, identify personal strengths and development needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency. Understand and provide excellent customer service both internally and externally, serve as a positive role model, and work cooperatively with peers, staff, customers, community partners and the general public.
1.	20%	<p><u>TRAINING COORDINATION</u></p> <p>Serves as an essential skills (e.g. customer service, supervisory, training, facilitation, personal professional development) trainer and Development Program Coordinator for the West Region by assessing, planning and ensuring the provision of effective training and development need by staff to meet the agencies mission and vision.</p> <p>Facilitates with Staff, Supervisors and Leadership to identify training needed to improve performance outcomes. Operates with cost/benefit, development time, audience and availability of different methods in to most effectively and efficiently realize the necessary learning and application outcomes.</p> <p>Participates with team and often other stakeholders with the agency o review program, materials, etc. to ensure quality products.</p>
2.	20%	<p><u>TRAINING AND DEVELOPMENT</u></p> <p>Designs and develops training modules and curricula by researching all information pertinent to the development and provision of business need driving training, including assessments of needs, availability of vendor and contracted training, availability of pre-packaged training, or availability of training and training materials of other organizations.</p> <p>Develops and makes participant and trainer guides and related materials available to area staff.</p> <p>Delivers training, using effective teaching and facilitation skills.</p> <p>With Teams, plans and provides facilitation for a variety of development activities, including but not limited to strategic planning sessions, conferences and retreats.</p> <p>Trains staff members to serve as trainers.</p>
3	20%	<p><u>TRAINING EVALUATION AND OUTCOME IMPROVEMENT</u></p> <p>Consults with Central Office, Leadership, Supervisors and line staff and provides input on requests to plan, design, develop way to improve service, facilitate and manage change, develop staff, etc.</p> <p>Participates in and initiates issue clarification and resolution activities using problem solving skills and knowledge of adult learning history, principles of training and human resource/workforce development,</p>

		<p>organizational development, applications programs, DCF and State OPS policy, principles and practices.</p> <p>Develops and prepares tools to evaluate internal customer satisfaction and effectiveness.</p> <p>Collects, allocates, and analyzes evaluation data for reporting and making recommendations for such things as future training, content, method of delivery, location audience make up, etc.</p>
4.	15%	<p><u>COORDINATES EES PROGRAM CASE READS</u></p> <p>Works closely with EES Program Administrator to establish case read priorities for the West Region.</p> <p>Communicates case read requirements to reader staff and ensures target reads are completed.</p> <p>Ensures case read results are entered in the CARE system to review error trends, training needs and policy tips.</p> <p>Supports Business Process Management.</p>
5.	15%	<p><u>PERSONNEL MANAGEMENT</u></p> <p>Provides leadership to team of training professionals.</p> <p>Develops work guidelines, establishes work priorities and procedures with Staff, Supervisors, and Regional Leadership. Monitors work for the unit to achieve the most efficient use of staff resources.</p> <p>Leads, coaches, mentors and empowers team and colleagues, creating a motivating environment of teamwork, managing expectations through on-going feedback and monitoring performance against target measures.</p> <p>Documents accomplishments and improvement opportunities as needed.</p> <p>Leads Team in quality management and continuous process improvement.</p> <p>Recruits, interviews, selects and recommends for hiring applicants for vacant positions within the unit to maintain a stable workforce to ensure consistent and quality services may be provided by the agency.</p> <p>Checks and approves time sheets, travel vouchers, and training requests of staff. Processes forms submitted by unit staff to guarantee timely payment of salary and travel expenses.</p>
6.	5%	<p><u>OTHER DUTIES AS ASSIGNED</u></p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
(x) Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
	Staff Development Specialist I	K0129825
	Staff Development Specialist I	K0063128
	Staff Development Specialist I	K0067608
	Program Consultant I	K0071843
	Program Consultant I	K0132965
	Program Consultant I	K0076367
	Program Consultant I	K0143817
	Program Consultant I	K0164412

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(x) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to correctly interpret policy and adequately train staff may cause agency policy to be administered incorrectly causing clients to not receive correct or appropriate services. Misapplication of policy may create legal liability for the agency. DCF employees will not be working in the most effective, efficient manner, and would not be using available knowledge/technology to achieve the mission and goals of this agency. Inability to work with current knowledge and technology could indirectly result in inefficient use of time, thus incurring loss of money. Failure to follow job requirements could result in loss of employment for the employee.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with area staff and frequent contact with Central Office, Program Administrators and Trainers. Contact with subcontracted trainer and training program managers and other DCF staff, will vary from periodic to frequent depending on the assignments. The overall purpose for all contacts is to help with accomplishing and providing needed training and development in the most effective way possible in order to meet the agency's mission and vision.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Transporting equipment and supplies, arranging training room furniture

Lifting and carrying boxes and equipment, pushing and pulling tables and chairs.
Travel to training sites though out the area is required. Frequent exposure to computer terminals.
Frequent standing and sitting for long periods of time.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Projector, video equipment, flipchart stands, projector screens and other audiovisual and standard training equipment as needed for training.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Four years of experience in developing and delivering training materials and presentations. Education may be substituted for experience as determined relevant by agency.

Education or Training - special or professional

None

Licenses, certificates and registrations

Valid Kansas Driver's License

Special knowledge, skills and abilities

Good communication skills both written and oral. Knowledge of EES Programs administered by DCF and other State Agencies.
Good planning and organizational skills in the areas of both administration and training. Also, the ability to interject and apply state and federal laws, rules, regulations and agency procedures.

Experience - length in years and kind

4 years in a training capacity.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

None

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date